

September 18, 2017 / 9:30 a.m. / Wooderson ROOM

**ATTENDEES** Brian, Jan, Albert, Lindsay, Julie, Jyl, Armina, Tracie, Tammara, Sarah, Holly, Marta

AGENDA w/ notes:

- 1) **SFY17 close out** celebrated with snacks and appreciation notes including no financial audit comments in SFY16 state audit report. Recognized Lindsay for working through to get Casey's account re-opened.

**SFY17 close out** debrief - Next year we have to remember to be aware of Appeal glitch during close out IRSS doesn't process Appeals out of correct funding. Also, I92 State appropriation contract claims for CILs have be paid by close out – no option for appeal boards claims as that appropriation reverts if not all expended by August 31 close out. Holly worked with CILs to expend all state appropriation for SFY17 the end of August.

And Brian is finalizing FFY16 close with CDE. No more TF17 for pre-ETS.

- 2) Tammara led **processing best practice tips** discussion –
  - a) When you create doc in I/3 and print it, a good practice is to compare with handwritten string on invoice to double-check for data entry errors.
  - b) If you have a question at processing, better to ask then rather than process and let the question go to pre-audit.
  - c) Contracts GAX document always require a reference on the document for whether contract attached or referencing the original payment.
  - d) Tammara asked the team their preference between her pre-auditor practice of emailing processors or come over to processor like Dawn used to. Some responded okay with the emails. Discussed what happens with the paper document during Tammara's email. Tammara indicated the issue is generally online and Tammara fixes paper, unless she is working with TP, which she will take the paper to the process or the processor will get the paper from her.
  - e) Tammara won't approve any document in a schedule top before approving all to make sure all okay. Question why not split claims off schedule top? Seems workable with check mailing if not all checks are received same day. Pre-auditors process considers when money already ordered and it's reconciling issue for Brian. Holly shared an idea for further consideraiton if better for Tammara to decide how much money to order and do it on the back end to allow Brian order and ready to approve I/3 documents when money comes in; in other words, don't do money order until after docs have pre-auditor

approval (using something like I/3 pending document report). Timing issue to consider with this idea. A positive is if pre-audit reject takes longer than a day it doesn't affect the money on hand.

- 3) **Filing planning prep for new FFY** – Jan is requesting inventory of each of our files to strategize for long term in-house filing. This week take a few minutes to enter in the tab for your name what paper is filed at your office identifying 3 things for each file: Subject matter/Task, FFY DATES, Location (desk drawer, flipper or file cabinet or box)

Path: \Vrdsdfs2\ivrs\DSM\FISCAL\SHARED\Financial Staff Meeting Minutes\filing inventory 9 2017

- 4) **Financial tasks– some projects in the works to share** to help us appreciate the heavy workloads we have we could manage better with some process streamlining like with ideas mentioned today.

Tammara mentioned changes with post secondary tuition as David shared in Friday News email. This involves spring tuition and how rates are structured from lowest to highest incorporating books/supplies into calculation.

Tammara shared about Nebraska project that IVRS hired staff person in C.B. to work fully on the Nebraska project. Tammara will be tracking person's expenditures and tie to bill Nebraska for the cost.

Tracie almost done renewing her 80 contracts for FFY18. Marta said stragglers too with contractors to renew after emails she sent in July and August now some response it's all new to them.

Armina reported TPs go much faster without meals included since August.

Brian is closing FFY16 and getting ready for FFY18.

#### **NEXT MONTH'S AGENDA to prepare for October 16**

- ECM - naming conventions & records retention
- Workload issues - to balance?
- Process ideas?